Guidance for Missing Children Notifications

When principals receive Missing Children Notifications from KDE, it is imperative that they comply with KRS 156.495 and KRS 158.032 by flagging the student's educational records in Infinite Campus to ensure all appropriate school and district personnel are aware of the situation. The school shall immediately report to local law enforcement or the Kentucky State Police if any of the following occurs:

➢ Someone in the school knows of the student's whereabouts;
➢ The identified student is currently present at the school; or
➢ An individual or a school requests the student's records.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. However, FERPA is not intended to be an obstacle in addressing emergences and protecting the safety of students. Missing Children and runaways should be considered as an emergency situation, and school officials should contact law enforcement immediately if any of the three above situations occur. For more guidance on FERPA and the disclosure of student information in an emergency or disaster, click here.

If principals receive a Notification of Cancellation, they need to end date the flag from the student's record.

For additional resources and guidance visit KDE's Missing Children website.

Instruction for flagging the student as 'Missing' in Infinite Campus
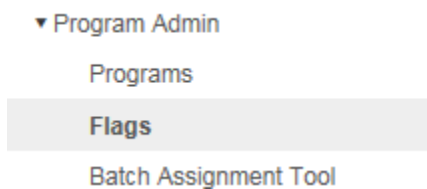
Create Flag for District
The code for the flag must be *MC* for the flag to sync to State Edition.

Select All Schools from drop list in toolbar

PATH: Program Admin | Flags

Click *New* button

Name: Missing Child

Code: <mark>MC</mark> This must code must be entered exactly as shown so the flag will sync to State Edition

Description: Enter *Student reported missing by KY State Police*

Flagged: Select flagged indicator

State Reported: Select state reported indicator

Flag Image: Select flag

Assign flag to student via Student Information | General | Flags tab

Click *New* button

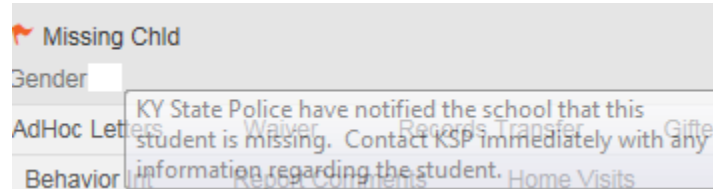**Flags:** Select from the drop list Missing Child

Start Date: Enter the date in which the notification was received

User Warning: Enter 'KY State Police have notified the school that this student is missing. Contact KSP immediately with any information regarding the student.'

End Date: If schools receive a Notification of Cancellation, enter the date the notification was received NOTE: This will stop the flag from displaying beside the student's name.

The flag will display within Infinite Campus beside the student's name as shown below:

NOTE: when user hovers over the Missing Child Flag the User warning will appear.